



REMOVAL OF NAMES

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GENERAL

An applicant may be removed from consideration for a vacancy, from an employment list or all employment lists for reasons specified in Director's Administrative Procedure P-4-15. Table 1 provides a list of these reasons.

The first reason in the table is: Reasonable cause approved by Director. An agency may request in writing that the Director of the Department of Personnel & Administration allow the agency to remove an individual from consideration for a vacancy or remove the individual's name from an employment list(s) for a reason which the agency deems to be valid but is not stated in the procedures.

REASONS WHICH REQUIRE NOTIFICATION

Seven of the reasons for removal of an individual's name from a promotional or open-competitive list(s) require the individual to be notified in writing and offered a review of the action in accordance with the dispute resolution process. The written notice should be mailed to the address on file for the individual. The individual should be notified in writing if removed from a list or all lists for any of the following reasons:

- Reasonable cause approved by the Director
- Attempts to use political pressure or bribery
- Unauthorized access to examination information
- False statements or attempts to practice fraud and deception during application process
- Violation of state statutes or regulations that affect the ability to perform the job
- Does not meet minimum requirements
- Record of unsatisfactory performance.

NOTIFICATION INFORMATION

Information to be considered for inclusion in the written notice of removal:

- Name
- Social Security Number
- Address
- Registration Number
- Type of list(s) being removed from (individual list and/or all lists)
- Reason for removal
- Agency taking action
- Second review information for removal from list other than reemployment list
- Appeal rights if individual is on reemployment list or denial of reemployment rights.

A Removal of Name From List(s) letter is available in the Applicant Data System (ADS). ADS generates a letter containing the information listed above based on the referral outcome code posted for the individual.

TABLE 1

**REMOVAL OF NAME FROM EMPLOYMENT LISTS(S) and/or
CONSIDERATION FOR A VACANCY**

REMOVAL REASON	MUST NOTIFY (P-4-16)
Reasonable cause approved by the Director ¹	✓
Appointed to a permanent position	
Attempts to use political pressure or bribery	✓
Unauthorized access to examination information	✓
False statements or attempts to practice fraud and deception during application process	✓
Violation of state statutes or regulations that may affect the ability to perform the job	✓
No longer interested or available for employment	
Failure to report for an interview or component of an examination	
Failure to respond to a referral within allowed time	
Refusal of an appointment	
Refusal of conditions where previously indicated acceptable	
Failure to be appointed after three referrals from a promotional or open-competitive list and interviews with the same appointing authority	
Evidence of current excessive use of substances that may affect job performance	
Failure to report to duty	
Does not meet minimum requirements	✓
Record of unsatisfactory performance	✓
Not a state/department/division employee on a promotional list	

¹Written request must be made to the Director of Department of Personnel & Administration and approved before removal for "Director's Cause".